

SOURCE JUSTIFICATION FORM

Bureau of Procurement

The objective of this form is to capture all relevant documentation an Agency may have to assist the Department of General Services ("DGS"), Bureau of Procurement, in expediting the source justification review process. This form must be completed electronically, signed, and submitted with all relevant documentation to DGS. If a question is neither mandatory nor applicable, please indicate "N/A". Please use standard terminology and define acronyms.

SECTION A

1. Agency Name:	Game Commission		
2. Procurement Description: This description will appear on the eMarketplace website for public viewing	Software upgrade from Retail Management Service (RMS) to Retail Management Hero (RMH) for our agency store sales.		
Materials Description:			
Services Description:			
3. Materials Shopping Cart # or Services SPR#	12775097	Estimated Cost:	\$5K - \$10K
		Initial Contract Term:	1 Year
		Renewals:	4
4. Supplier - Name:	J. Harte Associates LLC (JHarte) reseller for RMH		
Full Address:	1019A Industrial Drive, West Berlin, NJ 08091-9136		
Contact Name:	James Harte		
Telephone:	856-741-0301	FAX:	856-282-5508
E-mail:	jharte@jharte.com		
SRM Supplier #:	393599		
5. Delivery or service location:	PGC/Terry Heckrote, 2001 Elmerton Ave, Harrisburg,		

SECTION B

<input checked="" type="checkbox"/> 1. Sole Source: Only known source - Not available from another supplier.
<input type="checkbox"/> 2. Material/Repair/Maintenance: Material or service MUST be compatible with existing equipment. Documentation must be provided from the manufacturer.
<input type="checkbox"/> 3. Used Equipment: Value set by 2 independent 3rd party appraisals.
<input type="checkbox"/> 4. Professional Expert: Describe in detail in Section C.
<input type="checkbox"/> 5. Exempt (Law): A federal or state statute or regulation exempts the procurement from the competitive procedure. Any applicable information precluding the procurement from competitive procedures must be attached.
<input type="checkbox"/> 6. Feasibility: Clearly not feasible to award the contract on a competitive basis.

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SECTION C

1. Describe the unique features of this procurement that prohibit a competitive environment. If applicable, attach a Statement of Work ("SOW").

Retail Management Hero (RMH) software is the only available direct upgrade to the software currently used by the PGC, Microsoft (MS) Retail Management System (RMS). MS has sold the RMS software product line to RMH. (see attachments for additional information).

2. Document and attach the research that has been conducted to date to verify the supplier is the only known source.

During the initial search for an affordable small business solution, PGC researched numerous software providers within the retail operations space and evaluated a number of OTC products. That research ultimately led PGC to the purchasing of MS RMS. (see attachments for additional information).

3. Does the supplier utilize distributors, dealers, resellers, etc.? If "Yes," please identify.

Yes. The supplier utilizes regional resellers. J. Harte Associates LLC (formerly 601 Information Systems) is the regional reseller PGC has used since 2008 when directed to them by the State's MS representative at that time. J. Harte Associates LLC, 1019A Industrial Drive, West Berlin, NJ 08091. Contact James Harte @ 856-741-0301 telephone or fax 856-282-5508. Email jharte@jharte.com.

4. Are there compatibility requirements or compliance requirements with a warranty or service agreement? If "Yes," please explain.

Yes. Software must support all the currently used RMS software functionality, existing PGC developed custom processes, interoperability with other PGC systems, and custom reports at both the store and enterprise level. Software must allow for the migration of existing data into the upgraded software. (see attachments for additional information).

5. How has the material or service been procured in the past? Please provide previous source justifications, contracts, & PO's for this material or service.

PO. The prior PO# is 4300334078 from 5/2012.

6. If procured through the IT ITQ process, please provide original \$ amount and contract period of order. Is this the final phase of the project?

N/A

7. If this is an upgrade, addition, alteration, etc., to an earlier procurement, please describe in detail.

RMH is a the only available direct upgrade from MS RMS (out of service life and no longer supported by MS).

8. What are the consequences of not approving this procurement?

The current RMS product is past the "end of life" (2019). The risk is that an update to either the MS operating system or MS SQL Server has the potential completely disable some or all components of the PGC's registers, store communication connections, and/or central HQ server application.

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9. If timing is a factor, what is the time factor and why?

PGC has few limited timeframes to effectively implement complete enterprise-wide changes throughout the year. PGC must implement the upgrading of this software across all locations as close to simultaneously as possible during a low point in our hunting license sale seasons. These are early September thru mid-October or in the December thru March time periods.

10. List any other information relevant to the acquisition of this procurement here or as an attachment.

N/A

11. For requests > \$100,000, has the supplier signed cost or pricing data certification and is the pricing breakdown attached?

N/A

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SECTION D

IMPORTANT*: The printed names on this form shall constitute the signatures of these individuals. Agencies must insure that these individuals review the completed form and give their consent to apply their printed name on this form. No handwritten signatures shall be required in order for the form to be considered "signed" by those individuals whose names appear in the signature section of the form.

Shopping Cart Contact Person (Person whom DGS will contact regarding the Shopping Cart):

Name:	Teri Hoover	P-Group:	270	Date:	10-13-23
Title:	Administrative Assistant	Telephone:		Fax:	

Agency Contact Person: Person in your agency that DGS can contact for additional information, etc.

Name:	Terry Heckrote	Title:	ITG Adm 1	Date:	10-13-23
Telephone:		Fax:		Email:	theckrote@pa.gov

Approving Authority (Agency Head or Deputy reviewing and approving this request): Approving Authority connotes approval of the source justification and the cost or pricing data certification.

Name:	Daniel Dunlap	Title:	Director, Administrative Services	Date:	10-16-23
Telephone:		Fax:			

Additional Approvals (if required by Agency):

Name:		Title:		Date:	
Telephone:		Fax:		Email:	
Name:		Title:		Date:	
Telephone:		Fax:		Email:	
Name:		Title:		Date:	
Telephone:		Fax:		Email:	
Name:		Title:		Date:	
Telephone:		Fax:		Email:	
Name:		Title:		Date:	
Telephone:		Fax:		Email:	